



Grants Management Division Manual

CBS-Commerce Business Systems (CAMS)

Prepared by BearingPoint, Inc.

Version 2.7

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Document Conventions

Overview Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online.

Using this Guide Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

Text Conventions	Text; Example	What it means.
	Text in Bold; Click Done	Indicates a command.
	Text in Italics; <i>FFO Details</i> screen appears.	Indicates a screen.
	Text in Bold Italics; <i>Name</i>	Indicates data to be entered into a field.
	Text in All Caps; LOGIN	Indicates a field name.

Notes and Warnings Notes and Warnings are used to indicate information or advisories when using Grants Online.



Note: A note is used to inform you about additional information during the procedure or process.



Warning! Business process may not work as desired or a procedure may produce an undesirable effect.

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Grants Online Overview

Overview	<p>The National Oceanic and Atmospheric Administration (NOAA) offers a variety of competitive and non-competitive grants or Awards to various communities including states, universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program policies to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive Award, and for qualified designated applicants of non-competitive Awards.</p> <p>As part of NOAA's strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grant evaluation, Award management, and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the Agency to increase efficiencies related to its mission goals.</p> <p>Grants Online is designed to answer several issues that occur during the Award process including:</p> <ul style="list-style-type: none">• Reducing or eliminating paper forms for application.• Providing an interface with Grants.gov to ensure applicants can apply for grants electronically.• Reducing the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Grantees.• Serving the NOAA community in its efforts to meet mission goals more effectively.
Audience	<p>This manual is developed for the CBS – Commercial Business System (CAMS) staff. This guide provides the user with step by step instructions for completing the following:</p> <ul style="list-style-type: none">• Initial Work on Award in CAMS• CAMS Optional Review (Grants File)• CAMS First Approval• CAMS Second Approval• ASAP – Award File Workflow• Approving Funded Amendments <p>This guide does not teach policy or business procedures for CBS – Commercial Business System (CAMS).</p> <p>CAMS - Commerce Administrative Management System</p>

Grants Online Software Description

About Grants Online	<p>Grants Online operates in a web environment. As such, you will be required to use an Internet browser to log in and use Grants Online. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have Internet access. Login IDs and passwords are required and will be relayed to you once you are</p>
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established within the system.



Note: You must have an Internet connection in order to access Grants Online.

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Getting Started

Overview When you use any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users with navigation and appropriate system use. In this module, you will be shown the basics of Grants Online, including the look and feel of the system, navigation, and user customizations.

Module Objectives The Getting Started module will review the following objectives:

- Obtaining your password
- Logging into Grants Online

Overview Grants Online is accessible through your web browser, specifically Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer icon on your desktop to open Internet Explorer.
2. Enter the following URL information in the address bar of your browser:
<https://grantsonline.rdc.noaa.gov> then press **ENTER**
 - Grants Online Login page appears



Logging into Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
 - Phone: 301-713-1000 or toll free at 1-877-662-2478
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**.
3. Enter your assigned **Password**.
4. Click **Enter**.



Warning!

If you enter your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account.

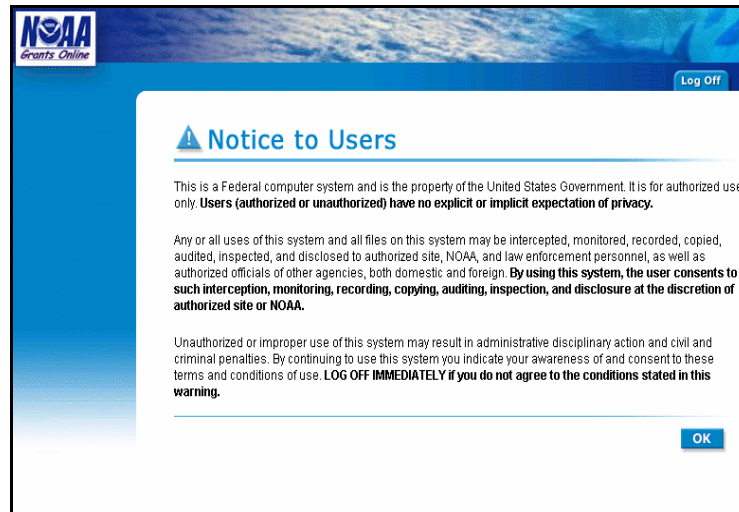
If nothing happens when you click enter, it means the server is down and will need to be restarted.



Note: If you click on the **Grants Online Training** link you can view and download training material including training manuals, quick reference guides, and online webinars.

Logging in to Grants Online

5. The *Notice to Users* screen appears.
6. Review disclaimer information and click **OK**.



Start Initial Work on Award in CAMS Task

Once the Program Officer has completed the Procurement Request and Commitment of Funds (CD-435) and it has been approved the Requestor and Budget Officer (Request Authorizing Official), CAMS will receive the Start Initiate Work on Award in CAMS task in their inbox. Please note the Procurement Request and Commitment of Funds (CD-435) is independent of the Award file. The **Start Initiate Work on Award in CAMS** task allows CAMS to view the status of the Procurement and Commitment of Funds (CD-435). This section reviews the **Start Initiate Work on Award in CAMS** task for CAMS Approvers.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Start Initial Work on Award in CAMS** task.



Note: This task is sent to all of the officials within CAMS. Once the first CAMS official selects the **View** link for the task, they will own the task and the task will be removed from the inbox of the other CAMS officials.

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	EFO Number	Applicant Name
View	233244	NA06NMF4330279	Start Initial Work on Award in CAMS	Not Started	Procurement Request and Commitment of Funds	2047777			NMFS-SW-2006-2000753	Aquaculture Center of Florida K... Inc.
View	233065	NA17RJ1230	Start Initial Work on Award in CAMS	Not Started	Procurement Request and Commitment of Funds	2047732			OAR-CIPO-2006-2000425	University of Hawaii

4. The *Task Launch* page is displayed. From the action dropdown menu, the CAMS official can select from the following options:
 - **Initiate data entry in CAMS complete** – select this option once the review of the Procurement Request and Commitment of Funds (CD-435) review is complete and the information is valid.
 - **Return Procurement Request to Budget Officer** – select this action to return the Procurement Request and Commitment of Funds (CD-435) to the Budget Officer/Request Authorizing Official.
 - **Review Procurement Request** – select this action to view the details of the Procurement Request and Commitment of Funds (CD-435) so that you can verify that all the information is correct before initiating data entry in CAMS.

- If you wish to enter any comments, enter and save them in the **Comment** field (underneath the action dropdown menu). You may also view comments from the Program Officer by selecting **View Previous Workflow History and Comments**.

- Upon selecting the **View Previous Workflow History and Comments** link, the following page is the *Workflow History Page*, which displays comments that have been entered by the Program Officers.



Warning!

These comments are viewable only by NOAA users once the comments have been saved and the action has been submitted. After comments are entered in the COMMENT field, the comments are saved by selecting the **SAVE COMMENT** button.

11 items found, displaying all items. 1							
Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Conduct CAMS Second Approval			Naabia Bannerman	CAMSSecondApprover		Not Started	
Conduct CAMS First Approval	2006-06-02 14:22:43.0	2006-06-02 14:22:43.0	Rosalie Vega	CAMSFirstApprover	CAMSFirstApprovalComplete	Complete	ENTERED IN CBS ON 05/02/06, CB#98076-0-0, NON-ASAP. 1st approved 06-02-06.
Start Initial Work on Award in CAMS	2006-04-21 15:12:52.0	2006-05-02 18:38:34.0	Rosalie Vega	CAMSFirstApprover	ApproveProcurementRequest	Complete	ENTERED IN CBS ON 05/02/06, CB#98076-0-0, NON-ASAP

Reviewing the Procurement Request and Commitment of Funds (CD-435)

- Upon selecting the option to **Review Procurement Request**, the *Procurement Request and Commitment of Funds (CD-435)* details page is displayed. The Procurement Request provides the CAMS approver with the required elements needed for the Core Financial System (CFS) and other CAMS modules. Failure to supply all components may limit the program's ability to validate some components. The Procurement Request and Commitment of Funds (CD-435) page include the following:

Active Procurement Requests	Affected Reference Number
Withdrawn Procurement Request	EIN Number
Federal Share	Recipient Contact Information
Request Authorizing Official	Description (CFDA #, Project Dates, etc.)
Additional Reviewers	ACCS Information
Invoice Address	Procurement Request Official Comments
Requisition Number	



Note: The document is locked because you cannot make any changes to the Procurement Request and Commitment of Funds (CD-435).

Award File Header Information

CFDA Number:	15.433	Award File Period:	10/21/2006 - 10/21/2006	Program Officer:	Yvonne Southworth Ray
Program:	Food	Program Officer Phone:	XXX-XXX-XXXX	Program Officer Email:	tsr@nsa.com
Federal Funding:	\$50,000.00	Non-Federal Funding:	\$0.00	Grant Specialist:	Regina A. Evans
Project Title:	Test Manual				
Organization Name:	Aquaculture Center of the Florida Keys, Inc.				
Multi-Year:	No				

Procurement Request and Commitment of Funds - NA06NMF4330279

THIS DOCUMENT IS LOCKED
THIS REQUEST IS APPROVED

Action Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

Federal Share: \$50,000.00

Request Authorizing Official:
Name: [Redacted] Title: [Redacted]
Email: [Redacted]

Additional Reviewers:
Nothing found to display.

Requester:
Name: [Redacted] Title: [Redacted]
Email: [Redacted]

Invoice Address: [Redacted]
Requisition Number: [Redacted]

Affected Reference Number: [Redacted]

To: [Redacted]
Ship To: [Redacted]

Requisition Contact Person: [Redacted]
Telephone Number: [Redacted]

Line Item: Description: [Redacted] Quantity: 1 Unit Price: \$50.00
CFDA Number: 15.433
Project Start Date: 2006-10-01
Project End Date: 2006-10-01
Select Table: not entered

Comments/Remarks: [Redacted]

One Check Received:

Check Number	Check Date	Check Amount	Check Type	Check Status	Check Amount	Check Amount
1	10/21/2006	\$50,000.00	Check	Approved	\$50,000.00	\$50,000.00

Total Federal Funds authorized for this award action: \$50,000.00

Procurement Request Official Comments

[Redacted]

- Once you have viewed the Procurement Request and Commitment of Funds (CD-435), select **Cancel** to return to the action dropdown menu. You can also select **View Report** to view the Procurement Request and Commitment of Funds (CD-435) as a PDF file, which you can print and/or save.

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Validated	Action
14	24	2006	50 - 26 - 0000 - - -	03- 07- 01- 001-	A2RC1CP- P00 - 41-	11- 00- 00-	\$60,000.00	Yes	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$60,000.00
Total Federal funds authorized for this Award action: \$60,000.00

[Procurement Request Official Comments](#)

[Cancel](#) [View Report](#)

- Upon selecting **Cancel**, the Procurement Request and Commitment of Funds (CD-435) task launch page is displayed. From the action dropdown menu, the same three actions to select are available.

NOAA
Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Raja Bak [Log Off](#)

Procurement Request and Commitment of Funds - NA06NMF4330279

Id: 2047777
Creator: System Account
Status: Procurement Request and Commitment of Funds Start Initial Work on Award in CAMS Not Started
Last Edited User: System Account

[Create](#) [Status](#)

Action: [Submit](#)

Comment:
Return Procurement Request to Budget Officer
Review Procurement Request

[Spell Check](#)

[Save Comment](#)

[View previous workflow history and comments >>](#)

Return Procurement Request to Budget Officer (Request Authorizing Official)

1. Upon selecting **Return Procurement Request to Budget Officer** (Request Authorizing Official) from the Initial Entry in CAMS task, you may enter and save comments in the **Comment** field (underneath the action dropdown menu) to include your requested revisions. The Procurement Request and Commitment of Funds (CD-435) is sent back to the Budget Officer (Request Authorizing Official) for revisions based on your comments.

The screenshot displays the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A sidebar on the left lists Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Procurement Request and Commitment of Funds - NA03NWS4680005'. It shows details for a task with ID 2046829, created by the System Account on 05/29/2006. The status is 'Procurement Request and Commitment of Funds Start Initial Work on Award in CAMS Not Started'. The last edited user is also the System Account. A red box highlights the 'Action' dropdown menu, which is set to 'Return Procurement Request to Budget Officer', and the 'Comment' text area below it. The 'Comment' field is empty. Below the comment field are buttons for 'Spell Check' and 'Save Comment'. A 'Submit' button is next to the action dropdown. At the bottom, there is a link to 'View previous workflow history and comments >>'.

Initial Data Entry in CAMS Complete

1. Once you have reviewed Procurement Request and Commitment of Funds (CD-435), select **Initial Data Entry in CAMS Complete** from the action dropdown menu. This will initiate the workflow process in the Grants Management Division. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.



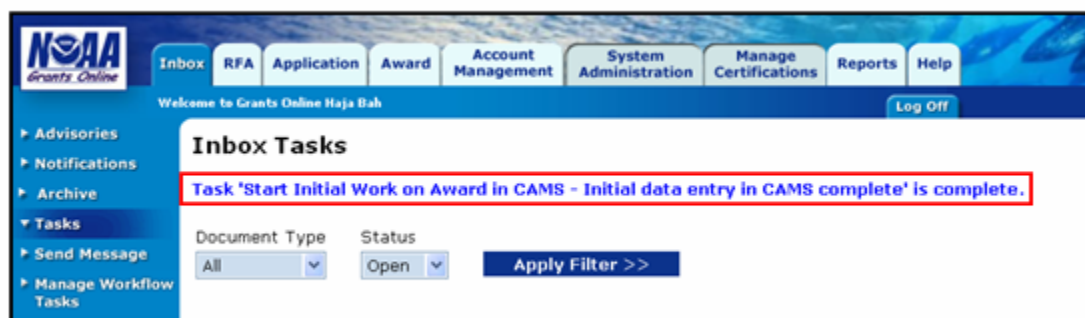
The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The main content area displays details for 'Procurement Request and Commitment of Funds - NA03NWS4680005'. The 'Action' dropdown menu is highlighted with a red box, showing 'Initial data entry in CAMS complete' selected. Below the dropdown is a 'Submit' button. A 'Comment' text area is also visible, along with 'Spell Check' and 'Save Comment' buttons.

2. Upon selecting **Submit**, the next page displayed is your task inbox. The task status message will appear at the top of this page notifying you that the task has been successfully submitted and completed. From this point, the Procurement Request and Commitment of Funds (CD-435) is sent to the Grants Management Division for processing.



Warning!

Once this action is selected, the Procurement Request and Commitment of Funds (CD-435) is sent to the Grants Management Division and cannot be retrieved or returned.



The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The main content area displays 'Inbox Tasks'. A red box highlights the message: 'Task 'Start Initial Work on Award in CAMS - Initial data entry in CAMS complete' is complete.' Below the message are filters for Document Type (All) and Status (Open), and an 'Apply Filter >>' button.

CAMS Optional Review (Grants File)

After receiving the Grants File, the Grant Specialist completes the CD-450 and the GMD checklist. Once the CD-450 and the GMD checklist are complete, the Grants Specialist may choose to forward the Award file to the Grants Officer or depending on the specific circumstances of the Award, may choose a different action. This module details the workflow pertaining to the following action that a Grants Specialist can choose when reviewing an Award file:

- **Forward to CAMS first official** – this option is selected if the Grants Specialist would like to check the availability of funds in CAMS. Upon selecting this action, the **Check Funds in CAMS** task is sent to CAMS.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Check Fund in CAMS** task.

NOAA Grants Online

OPERATING AS DELEGATE FOR JENNIFER VILLANUEVA

Inbox Tasks

Document Type: All | Status: Open | [Apply Filter >>](#)

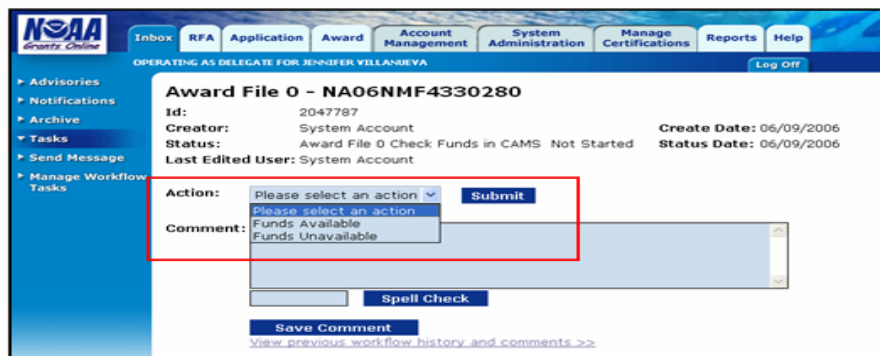
201 items found, displaying 1 to 100. [First/Prev] 1, 2, 3 [Next/Last]

View/Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date
View 233305	NA06NMF4330280	Check Funds in CAMS	Not Started	Award File	2047787	

Completing Check Funds in CAMS

1. Upon selecting the **Check Funds in CAMS** task from your inbox, the *Task Launch* page is displayed. From the action dropdown menu, the CAMS official can select from the following options:
 - **Funds Available** - select this option once the review of the funds in the ASAP system is complete and funds are available.
 - **Funds Unavailable** - select this option once the review of the funds in the ASAP system is complete and funds are unavailable.

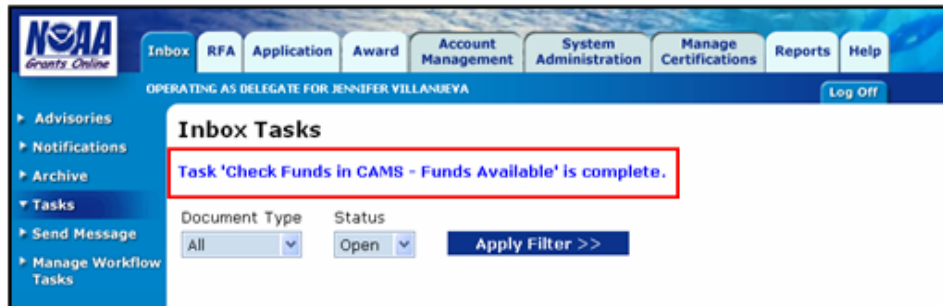
If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.



2. After verifying the funds outside of Grants Online, the CAMS official can now complete the **Check Funds in CAMS** task. Upon selecting **Funds Available** from the action dropdown menu, followed by **Submit**, the next page displayed is your task inbox. The task status message will appear at the top of this page notifying you that the task has been successfully completed.



3. If funds are not available, select **Funds Unavailable** from the action dropdown menu followed by **Submit**, the next page displayed is your task inbox. The task status message will appear at the top of this page notifying you that the task has been successfully completed.



CAMS First Approval

- Once the Grants Management Division has completed their work on the Procurement Request and Commitment of Funds (CD-435), a task is sent to CAMS to conduct the CAMS First Approval. This section reviews the Conduct **CAMS First Approval** task received in CAMS.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Conduct CAMS First Approval** task.



Note: This task is sent to all of the officials within CAMS. Once the first CAMS official selects the **View** link for the task, they will own the task and the task will be removed from the inbox of the other CAMS officials.

NOAA Grants Online

Welcome to Grants Online Haja Bah

Inbox Tasks

Document Type: All Status: Open Apply Filter >>

280 items found, displaying 1 to 100. [First/Prev] 1, 2, 3 [Next/Last]

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	FFO Number
View	233251	NA06NMF4330279	Conduct CAMS First Approval	Not Started	Procurement Request and Commitment of Funds	2047777			NMFS-SW-2006-2000753

Reviewing the Procurement Request and Commitment of Funds (CD-435)

1. Upon selecting the **Conduct CAMS First Approval** task from your inbox, the *Task Launch* page is displayed. From the action dropdown menu, the CAMS official can select from the following options:
 - **CAMS First Approval complete** – select this option once the review of the Procurement Request and Commitment of Funds (CD-435) is complete and the information is valid.
 - **Review Procurement Request** – select this action to view the details of the Procurement Request and Commitment of Funds (CD-435) so that you can verify that all the information is correct before initiating data entry in CAMS.
2. Select the **Review Procurement Request** task. (See Page 10, Step 1 – Steps for reviewing the Procurement Request and Commitment of Funds (CD-435)).

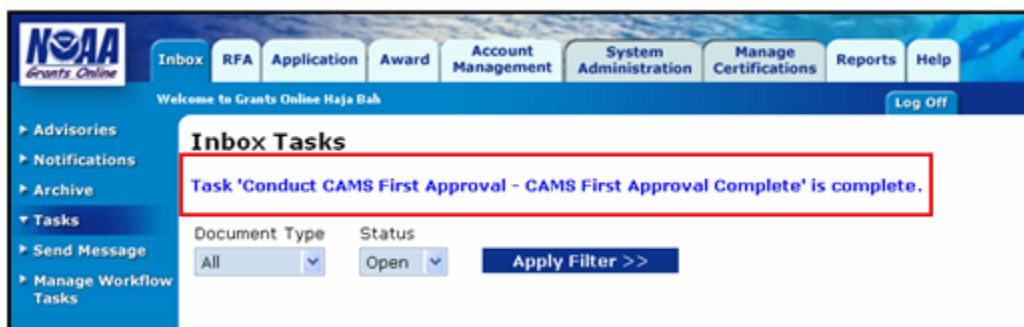
The screenshot shows the NOAA Grants Online interface. The main heading is "Procurement Request and Commitment of Funds - NA06NMF4330279". Below this, there are fields for "Id: 2047777", "Creator: System Account", "Status: Procurement Request and Commitment of Funds Conduct CAMS First Approval Not Started", and "Last Edited User: System Account". Below these fields is an "Action:" dropdown menu with a red box highlighting the options "CAMS First Approval Complete" and "Review Procurement Request". A "Submit" button is next to the dropdown. Below the action field is a "Comment:" text area with a red box around it, and a "Save Comment" button. A "Spell Check" button is also visible.

Completing CAMS First Approval

1. Upon finishing the review of the Procurement Request and Commitment of Funds (CD-435) and cancelling out of the Procurement Request and Commitment of Funds (CD-435) details page, the task launch page is displayed. From the action dropdown menu, the same two actions are available for selection. Select **CAMS First Approval complete** from the action dropdown menu to complete the review process. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

The screenshot shows the NOAA Grants Online interface. The main heading is "Procurement Request and Commitment of Funds - NA06NMF4330279". Below this, there are fields for "Id: 2047777", "Creator: System Account", "Status: Procurement Request and Commitment of Funds Conduct CAMS First Approval Not Started", and "Last Edited User: System Account". Below these fields is an "Action:" dropdown menu with a red box highlighting the options "CAMS First Approval Complete" and "Review Procurement Request". A "Submit" button is next to the dropdown. Below the action field is a "Comment:" text area with a red box around it, and a "Save Comment" button. A "Spell Check" button is also visible.

2. Upon selecting **Submit**, the next page displayed is your task inbox. The task status message will appear at the top of this page notifying you that the task has been successfully completed. From this point, a task is generated and the Procurement Request and Commitment of Funds (CD-435) is sent for CAMS Second Approval.



CAMS Second Approval

Once the CAMS First Approval of the Procurement Request and Commitment of Funds (CD-435); a task is sent for second approval. This section reviews the **Conduct CAMS Second Approval** task received in CAMS.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Conduct CAMS Second Approval** task.



Note: This task is sent to all of the officials within CAMS. Once the first CAMS official selects the **View** link for the task, they will own the task and the task will be removed from the inbox of the other CAMS officials.

31 items found, displaying all items. 1

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Applicant Name	Proposal Number
View	233259	NA06NMF4330279	Conduct CAMS Second Approval	Not Started	Procurement Request and Commitment of Funds	2047777			Aquaculture Center of the Florida Keys, Inc.	N/A
View	232999	NA03NMF4570246	Conduct CAMS Second Approval	Not Started	Amendment	2038207			Chesapeake Bay Foundation	BWET-05-40
View	232931	NA17RJ1226	Conduct CAMS Second Approval	Not Started	Amendment	2044378			University of Miami-Cooperative Institute for Marine and Atmospheric Studies	R0600268

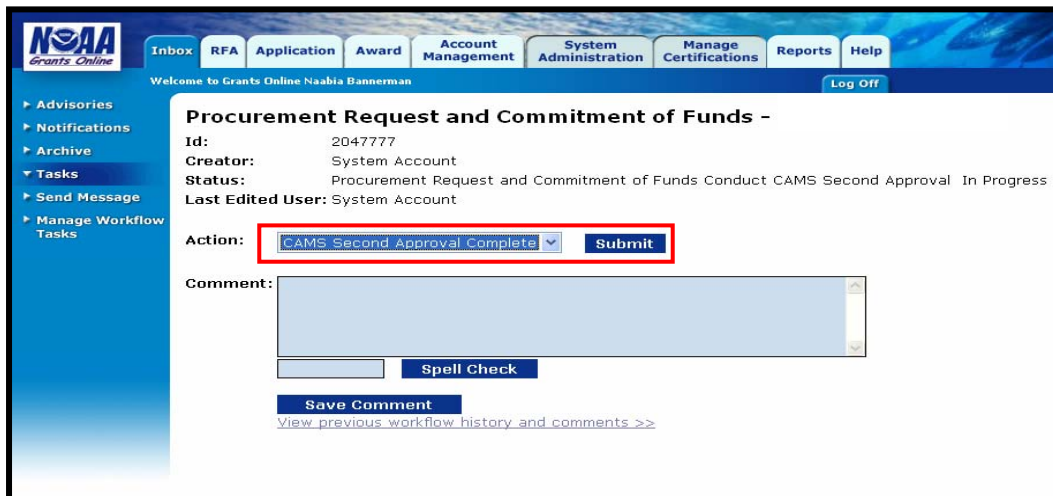
Reviewing the Procurement Request and Commitment of Funds (CD-435)

1. Upon selecting the **Conduct CAMS Second Approval** task from your inbox, the *Task Launch* page is displayed. From the action dropdown menu, the CAMS official can select from the following options:
 - **CAMS Second Approval complete** – select this option once the review of the Procurement Request and Commitment of Funds (CD-435) is complete and the information is valid.
 - **Review Procurement Request** – select this action to view the details of the Procurement Request and Commitment of Funds (CD-435) so that you can verify that all the information is correct before initiating data entry in CAMS.
2. Select the **Review Procurement Request** task. (See Page 10, Step 1– Steps for reviewing the Procurement Request and Commitment of Funds (CD-435)).

The screenshot displays the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The user is logged in as 'OPERATING AS DELEGATE FOR ROSALIE YEGA' with a 'Log Off' button. The left sidebar contains a menu with 'Advisories', 'Notifications', 'Archive', 'Tasks' (selected), 'Send Message', and 'Manage Workflow Tasks'. The main content area is titled 'Procurement Request and Commitment of Funds - NA06OAR4170037'. It shows the following details: Id: 2023458, Creator: System Account, Status: Procurement Request and Commitment of Funds Conduct CAMS First Approval Approved, and Last Edited User: System Account. The 'Action:' dropdown menu is set to 'Review Procurement Request' and is highlighted with a red box, with a 'Submit' button next to it. Below the action menu is a 'Comment:' text area, a 'Spell Check' button, and a 'Save Comment' button. At the bottom, there is a link to 'View previous workflow history and comments >>'.

Completing CAMS Second Approval

1. When finishing the review of the Procurement Request and Commitment of Funds (CD-435) and cancelling out of the Procurement Request and Commitment of Funds (CD-435) details page, the task launch page is displayed. From the action dropdown menu, the same two actions are available for selection. Select **CAMS Second Approval complete** from the action dropdown menu to complete the review process. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.




The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The main content area is titled "Procurement Request and Commitment of Funds -". It displays the following information:

- Id:** 2047777
- Creator:** System Account
- Status:** Procurement Request and Commitment of Funds Conduct CAMS Second Approval In Progress
- Last Edited User:** System Account

The **Action:** dropdown menu is set to "CAMS Second Approval Complete", and the **Submit** button is highlighted. Below the action menu is a **Comment:** text area with a **Spell Check** button and a **Save Comment** button. A link "View previous workflow history and comments >>" is also present.

2. After selecting **Submit**, the next page displayed is your task inbox. The task status message will appear at the top of this page notifying you that the task has been successfully completed.



The screenshot shows the NOAA Grants Online interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled "Inbox Tasks". A message at the top states: "Task 'Conduct CAMS Second Approval - CAMS Second Approval Complete' is complete." Below the message, there are filters for **Document Type** (set to "All") and **Status** (set to "Open"), with an **Apply Filter >>** button.

Award File Workflow (ASAP)

After an Award is approved, the workflow varies. The four different workflow paths are determined by the following two factors:

- Is the recipient an electronic recipient?
- Is the recipient an ASAP recipient?

The Grant Information section of the Grants file indicates whether the recipient is an electronic and/or ASAP recipient. The four different workflow paths are detailed in the following steps and are the same for both new Awards and Continuations.

The screenshot displays the NOAA Grants File interface for file NA06OAR4170037. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A sidebar on the left lists options like Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area shows the file details: Id: 2023455, Creator: System Account, Status: Grants File IN Progress, Last Edited User: System Account, and dates for creation (01/25/2006) and status (06/02/2006). A message states: "This document currently has no tasks assigned to you. However, you may view previous workflow history and comments." Below this is a "View/Add Attachments" link. The "Grant Information" section contains a table of details:

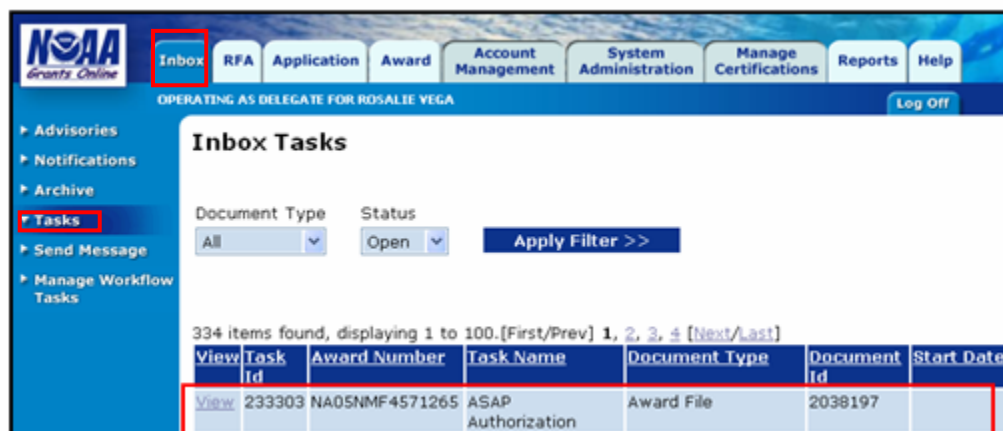
CFDA Number:	11.417	Award Period:	02/01/2006 - 01/31/2007	Program Office:	OAR Natl College P
Program Officer:	Jacques Oliver	Program Officer Phone:	301-713-2448	Program Officer Email:	test@aa
Total Federal Funding:	\$41,500.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	The Regents of The University of Michigan	Electronic Recipient:	Yes	ASAP Recipient:	Yes
Progress Report Frequency:	Annually	Financial Report Frequency:	N/A		

Electronic-Yes, ASAP-Yes

1. In cases where the recipient is both electronic and in the ASAP system, the workflow is as follows:
 1. Grants Officer → Approve (Sign) Award (Award File)
 2. CAMS 1st Approver → 1st approval in CBS (Procurement Request and Commitment of Funds (CD-435))
 3. CAMS 2nd Approver → 2nd approval in CBS (Procurement Request and Commitment of Funds (CD-435))
 - * 4. CAMS 1st Approver → ASAP Authorization (Award File)
 - * 5. Finance Office → ASAP Certification (Award File)
 6. Recipient → Accept Award (Accept/Decline task is sent to the recipient: Not Shown)

* NOTE: If a Recipient becomes an ASAP recipient AFTER receiving an Award and then notifies NOAA, the CAMS 1st and 2nd Approval are re-done in CBS, and then ASAP Authorization and Certification must be done.

The screen shots below depict this workflow of Award File once the CAMS 2nd Approver has approved the Procurement Request and Commitment of Funds (CD-435).
2. Select the **Inbox** tab.
3. Select the **Tasks** link.
4. Select the **View** link for the **ASAP Authorization** task.



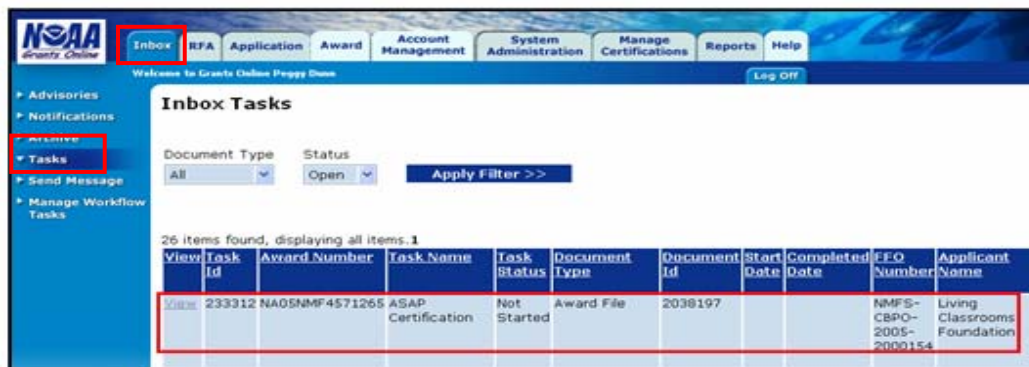
5. Upon selecting the **ASAP Authorization** task from your inbox, the *Task Launch* page is displayed. From the action dropdown menu, the CAMS First official can select the following option:
 - **Authorization of ASAP Funds Complete** - select this option once the review of the funds in the ASAP system has been completed and certified. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The user is logged in as 'OPERATING AS DELEGATE FOR ROSALIE YEGA'. The main content area displays details for 'Award File 1 - NA05NMF4571265'. The 'Action' dropdown menu is open, showing 'Please select an action' and 'Authorization of ASAP Funds Complete'. A red box highlights the 'Action' dropdown and the 'Comment' text area. Below the comment field are buttons for 'Spell Check' and 'Save Comment', and a link to 'View previous workflow history and comments >>'. The left sidebar contains links for Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks.

6. Upon selecting **Authorization of ASAP Funds Complete** and **Submit**, the next page displayed is your task inbox. The task status message will appear at the top of this page notifying you that the task has been successfully completed.

The screenshot shows the NOAA Grants Online 'Inbox Tasks' page. The top navigation bar is the same as the previous screenshot. The user is logged in as 'OPERATING AS DELEGATE FOR ROSALIE YEGA'. The main content area displays 'Inbox Tasks'. A red box highlights the status message: 'Task 'ASAP Authorization - Authorization Of ASAP Funds Complete' is complete.'. Below the message are filters for 'Document Type' (All) and 'Status' (Open), and an 'Apply Filter >>' button. The left sidebar contains links for Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks.

7. Upon completing the **Authorization of ASAP Funds** task, the Finance Office receives the **ASAP Certification** task.
8. Select the **Inbox** tab.
9. Select the **Tasks** link.
10. Select the **View** link for the **ASAP Certification** task.



11. Upon selecting the **ASAP Certification** task from your inbox, the Task Launch page is displayed. From the action dropdown menu, the Finance Office official can select the following option:
 - **Certification of ASAP Funds Complete** - select this option once the review of the funds in the ASAP system has been completed and certified. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.



Note: This task is sent to all of the officials within the Finance Office. Once the first Finance Office official selects the **View** link for the task, they will own the task and the task will be removed from the inbox of the other Finance Office officials.

NOAA Grants Online

Welcome to Grants Online Peggy Dunn

Award File 1 - NA05NMF4571265

Id: 2038197
Creator: Shannon Sprague
Status: Award File 1 ASAP Certification Not Started
Last Edited User: Shannon Sprague
Create Date: 03/24/2006
Status Date: 03/24/2006

Action: Please select an action **Submit**

Comment: Certification of ASAP Funds Complete

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

12. Upon selecting **Certification of ASAP Funds Complete** and **Submit**, the next page displayed is your task inbox. The task status message will appear at the top of this page notifying you that the task has been successfully completed.

NOAA Grants Online

Welcome to Grants Online Peggy Dunn

Inbox Tasks

Task 'ASAP Certification - Certification of ASAP Funds Complete' is complete.

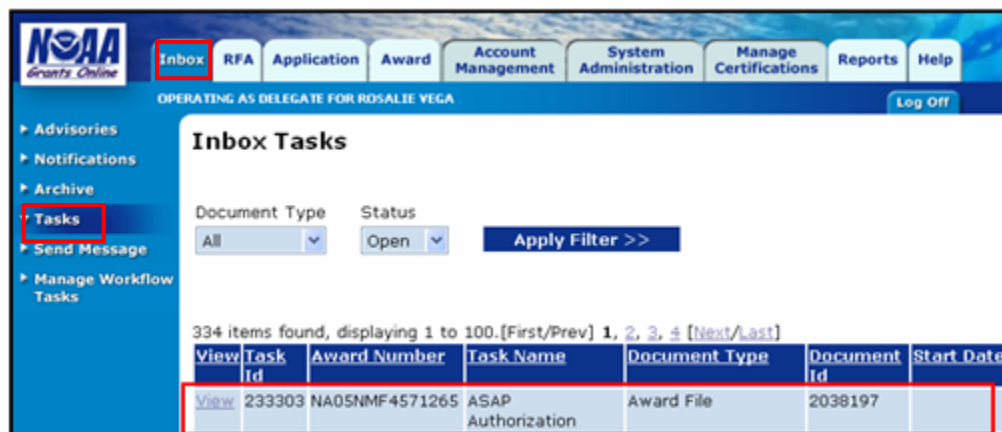
Document Type All **Status** Open **Apply Filter >>**

Electronic-No, ASAP-Yes

1. In cases where the recipient is both electronic and in the ASAP system, the workflow is as follows:
 1. Grants Officer → Approve (Sign) Award (Award File)
 2. CAMS 1st Approver → 1st approval in CBS (Procurement Request and Commitment of Funds (CD-435))
 3. CAMS 2nd Approver → 2nd approval in CBS (Procurement Request and Commitment of Funds (CD-435))
 - * 4. CAMS 1st Approver → ASAP Authorization (Award File)
 - * 5. Finance Office → ASAP Certification (Award File)
 6. Recipient → Accept Award (Accept/Decline task is sent to the recipient: Not Shown)

* NOTE: If a Recipient becomes an ASAP recipient AFTER receiving an Award and then notifies NOAA, the CAMS 1st and 2nd Approval are re-done in CBS, and then ASAP Authorization and Certification must be done.

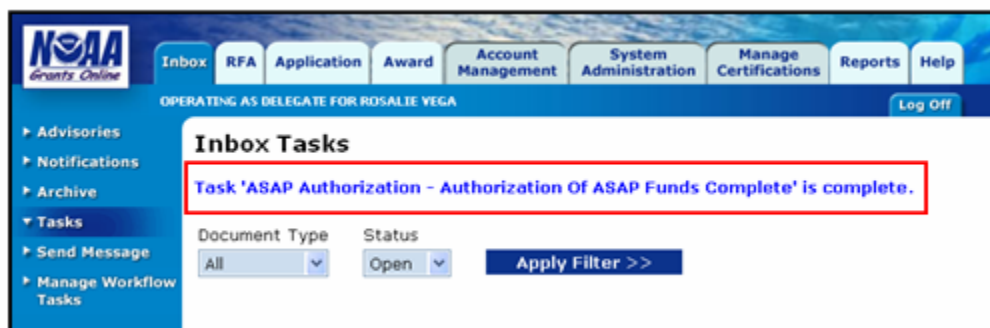
The screen shots below depict this workflow of Award File once the CAMS Second Approver has approved the Procurement Request and Commitment of Funds (CD-435).
2. Select the **Inbox** tab.
3. Select the **Tasks** link.
4. Select the **View** link for the **ASAP Authorization** task.



5. Upon selecting the **ASAP Authorization** task from your inbox, the *Task Launch* page is displayed. From the action dropdown menu, the CAMS First approver can select the following option:
 - **Authorization of ASAP Funds Complete** - select this option once the review of the funds in the ASAP system has been completed and certified. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.



6. Upon selecting **Authorization of ASAP Funds Complete** and **Submit**, the next page displayed is your task inbox. The task status message will appear at the top of this page notifying you that the task has been successfully completed.



7. After completing the **Authorization of ASAP Funds** task, the Finance Office receives the **ASAP Certification** task.
8. Select the **Inbox** tab.
9. Select the **Tasks** link.

10. Select the **View** link for the **ASAP Certification** task.

26 items found, displaying all items.1

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	FFO Number	Applicant Name
View	233312	NA05NMF4571265	ASAP Certification	Not Started	Award File	2038197			NMFS-CBPO-2005-2009154	Living Classrooms Foundation

11. When selecting the **ASAP Certification** task from your inbox, the *Task Launch* page is displayed. From the action dropdown menu, the Finance Office official can select the following option:
- **Certification of ASAP Funds Complete** - select this option once the review of the funds in the ASAP system has been completed and certified. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.



Note: This task is sent to all of the officials within the Finance Office. Once the first Finance Office official selects the **View** link for the task, they will own the task and the task will be removed from the inbox of the other Finance Office officials.

Award File 1 - NA05NMF4571265

Id: 2038197
Creator: Shannon Sprague
Status: Award File 1 ASAP Certification Not Started
Last Edited User: Shannon Sprague
Create Date: 03/24/2006
Status Date: 03/24/2006

Action: Please select an action
Comment: Certification of ASAP Funds Complete

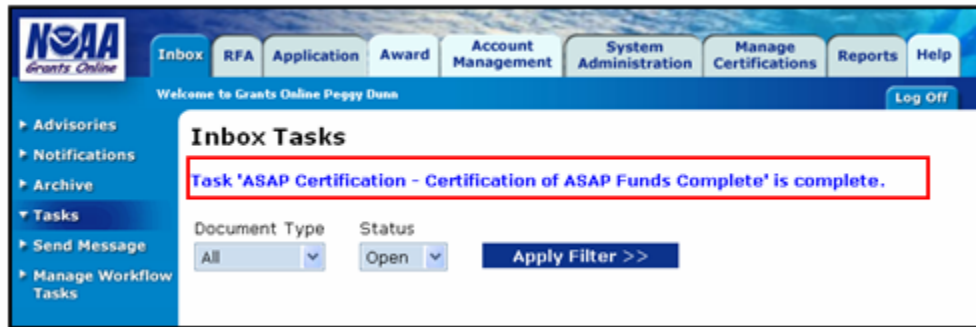
Submit

Spell Check

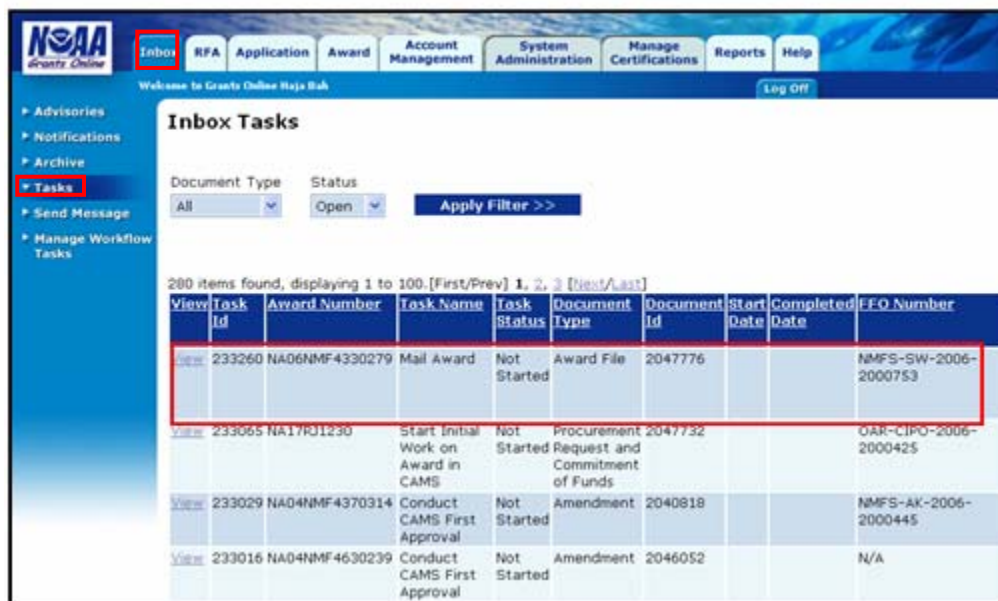
Save Comment

[View previous workflow history and comments >>](#)

12. After selecting **Certification of ASAP Funds Complete** and **Submit**, the next page displayed is your task inbox. The task status message will appear at the top of this page notifying you that the task has been successfully completed.



13. After completing the **ASAP Certification** task, the CAMS First Approver receives the **Mail Award** task.
14. Select the **Inbox** tab.
15. Select the **Tasks** link.
16. Select the **View** link for the **Mail Award** task.



17. Upon selecting the **Mail Award** task from your inbox, the *Task Launch* page is displayed. From the action down menu, the CAMS First official can select the following option:
- **Award Mailing Complete** - select this option once the review of the funds in the ASAP system has been completed and certified. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Raja Bah

Log Off

Award File 0 - NA06NMF4330279

Id: 2047776
Creator: System Account
Status: Award File 0 Mail Award Not Started
Last Edited User: System Account
Create Date: 06/07/2006
Status Date: 06/07/2006

Action: Please select an action **Submit**

Comment: Award mailing complete

Spell Check

Save Comment

[View previous workflow history and comments >>](#)

[View/Add/Remove Attachments](#)

18. When selecting **Award Mailing Complete** and **Submit**, the next page displayed is your task inbox. The task status message will appear at the top of this page notifying you that the task has been successfully completed.

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Raja Bah

Log Off

Inbox Tasks

Task 'Mail Award - Award mailing complete' is complete.

Document Type: All Status: Open **Apply Filter >>**

Electronic-No, ASAP-No

1. In cases where the recipient is neither electronic not in the ASAP system, the workflow is as follows:
 1. Grants Officer → Approve (Sign) Award (Award File)
 2. CAMS 1st Approver → 1st approval in CBS (Procurement Request and Commitment of Funds (CD-435))
 3. CAMS 2nd Approver → 2nd approval in CBS (*Procurement Request and Commitment of Funds (CD-435)*)
 - * 4. CAMS 1st Approver → Mail Award (Award File)
 5. GMD Staff enters Countersign date into Grants Online when received back from Recipient (Not Shown)

* NOTE: If a Recipient becomes an ASAP recipient AFTER receiving an Award and then notifies NOAA, the CAMS 1st and 2nd Approval are re-done in CBS, and then ASAP Authorization and Certification must be done.

The screen shots below depict the workflow of the Award File once the CAMS Second Approver has approved the Procurement Request and Commitment of Funds (CD-435).
2. Select the **Inbox** tab.
3. Select the **Tasks** link.
4. Select the **View** link for the **Mail Award** task.

290 items found, displaying 1 to 100. [First/Prev] 1, 2, 3 [Next/Last]

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	EEO Number
View	233260	NA06NMF4330279	Mail Award	Not Started	Award File	2047776			NMFS-SW-2006-2000753
View	233065	NA17PJ1230	Start Initial Work on Award in CAMS	Not Started	Procurement Request and Commitment of Funds	2047732			OAR-LIPO-2006-2000425
View	233029	NA04NMF4370314	Conduct CAMS First Approval	Not Started	Amendment	2040818			NMFS-AK-2006-2000445
View	233016	NA04NMF4630239	Conduct CAMS First Approval	Not Started	Amendment	2046052			N/A

5. When selecting the **Mail Award** task from your inbox, the Task Launch page is displayed. From the action dropdown menu, the CAMS First official can select the following option:
- **Award Mailing Complete** - select this option once the review of the funds in the ASAP system has been completed and certified. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

The screenshot shows the 'Award File 0 - NA06NMF4330279' page. The 'Action' dropdown menu is open, showing 'Award mailing complete' as the selected option. A red box highlights the 'Action' dropdown and the 'Submit' button. Below the dropdown is a 'Comment' text area. Other buttons visible include 'Spell Check', 'Save Comment', and 'View previous workflow history and comments >>'. The top navigation bar includes 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'.

18. After selecting **Award Mailing Complete** from the action dropdown menu and **Submit**, the next page displayed is your task inbox. The task status message will appear at the top of this page notifying you that the task has been successfully completed.

The screenshot shows the 'Inbox Tasks' page. A red box highlights the status message: 'Task 'Mail Award - Award mailing complete' is complete.' Below the message are filters for 'Document Type' (set to 'All') and 'Status' (set to 'Open'), with an 'Apply Filter >>' button. The top navigation bar is the same as the previous screenshot.

Electronic-Yes, ASAP-NO

4. In cases where the recipient is electronic but is not in the ASAP system, the workflow is as follows:
 1. Grants Officer → Approve (Sign) Award (Award File)
 2. CAMS 1st Approver → 1st approval in CBS (*Procurement Request and Commitment of Funds (CD-435)*)
 3. CAMS 2nd Approver → 2nd approval in CBS (*Procurement Request and Commitment of Funds (CD-435)*)
 4. Recipient → Accept Award (Accept/Decline task is sent to the recipient: Not Shown)

Amendments (Funded)

Once the Grants Management Division has completed its work on the Procurement Request and Commitment of Funds (CD-435) and the Grants Officer signs the award, a task is sent to CAMS to conduct the CAMS First Approval on the Amendment. A task is sent to the CAMS for approval, if additional funds are requested. This section reviews the Conduct **CAMS First Approval** task for amendments received in CAMS.

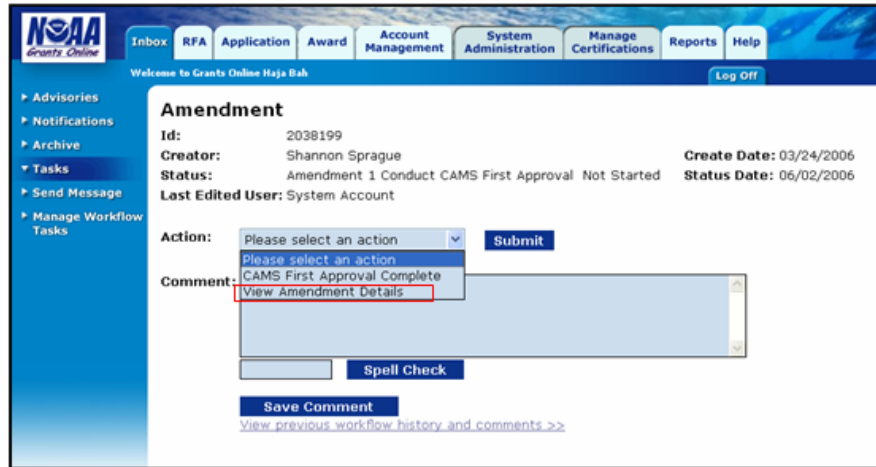
1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Conduct CAMS First Approval** task.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes tabs for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. The 'Inbox' tab is selected. The left sidebar contains links for 'Advisories', 'Notifications', 'Archive', 'Tasks', 'Send Message', and 'Manage Workflow Tasks'. The 'Tasks' link is highlighted. The main content area is titled 'Inbox Tasks' and includes filters for 'Document Type' (All) and 'Status' (Open). Below the filters, it states '276 items found, displaying 1 to 100. [First/Prev] 1, 2, 3 [Next/Last]'. A table of tasks is displayed, with the first task highlighted by a red box:

View	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	FFO Number
View	233016	NA04NMF4630239	Conduct CAMS First Approval	Not Started	Amendment	2046052			N/A

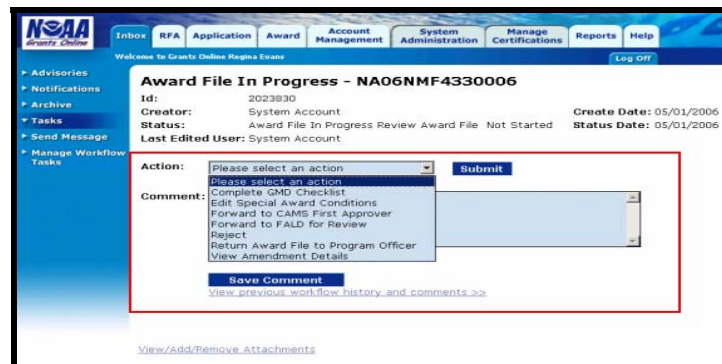
4. The task launch page is displayed. From the action dropdown menu, the CAMS official can select from the following options:
 - **CAMS First Approval Complete**
 - **View Amendment Details**

CAMS officials may also view comments from the Program Officer by selecting the **View Previous Workflow History and Comments**. This section will review each of the options beginning with **View Amendment Details**.



View Amendment Details

1. Select **View Amendment Details** from the action dropdown menu followed by the **Submit** button. This option allows you to view the Amendment details, which include the CD-451. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.



2. Upon selecting the option to **View Amendment Details**, the *Amendment to Financial Assistance Award* page is displayed and includes the following:

- **CFDA NUMBER**
- **GRANT TYPE**
- **AWARD NUMBER**
- **AMENDMENT NUMBER**
- **RECIPIENT NAME**
- **STREET ADDRESS**
- **AMENDMENT START AND END DATES** Please note The Amendment Start and End Dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the Award. A no-cost extension must be created to actually extend the Award period.
- **PROJECT TITLE and PROJECT DESCRIPTION**

In the **Costs** section, the system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the override checkbox. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Amendment Header Information

CFDA Number: 11-933	Award File Period: 3/1/01 - 12/31/01	Program Officer: Patricia Southwest Region Program Office (SWR)
Program Officer: NADP Swanson	Program Officer: 111-111-111	Program Officer Email: nadp.swanson@hhs.gov
Federal Funding: \$100,000.00	Non Federal Funding: \$0.00	Grants Specialist: Regina A. Evans
Project Title: QMD Manual 5/2	Organization: University of Chicago	
Start Year: 10/01		

Amendment to Financial Assistance Award

CFDA Number: 11-933

Award Number: NADP 4330046

Recipient Name: University of Chicago

Amendment Start and End Dates: *

The Amendment start and end dates in the above fields are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the award. A no-cost extension must be created to actually extend the award period.

Project Title: *

QMD Manual 5/2

Project Description: *

QMD Manual 5/2

Costs

The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Manual Override: ☐

Costs Are Revised As Follows:

	Previous Estimated Cost	Add	Deduct	Total Estimated Cost
Federal Share of Cost	\$100000.00	\$0.00	\$0.00	\$100000.00
Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total Estimated Cost	\$100000.00	\$000000.00	\$0.00	\$100000.00

Reason(s) for Amendment: ☐ Costs Revisions

The Amendment approved by the NOAA grants officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the amendment provisions checked on this document, as well as previous provisions incorporated into the award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

☐ Special Award Conditions
Amendment of Existing Financial Assistance Standard Terms and Conditions

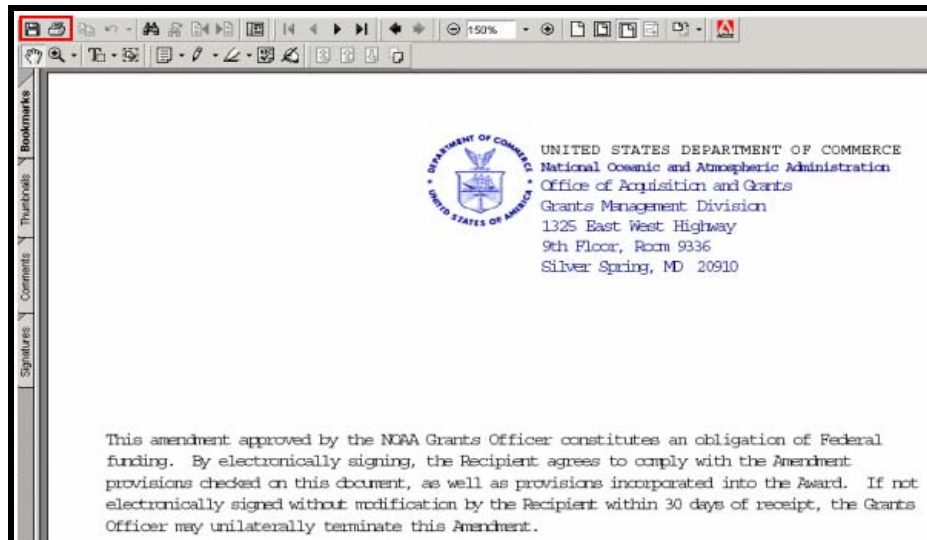
☐ List Item Budget ☐ Other

☐ NOAA Special Award Conditions

Buttons: Save, Save and Return to Main, CD-451 Report, SAC Report, Cancel

CD-451 Report

1. Upon selecting the **CD-451** button at the bottom of the *Amendment to Financial Assistance Award* page, an Adobe Acrobat file opens in a separate window, displaying the CD-451. You may save and/or print the report using the save or print icons. The CD-451 is the Department of Commerce amendment to an existing Award. In this context, it is used for continuations.



SAC Report

1. Upon selecting the **SAC Report** button at the bottom of the *Amendment to Financial Assistance Award* page, an Adobe Acrobat file opens in a separate window, displaying the Special Award Condition Report. You may save and/or print the report using the save or print icons.

